

UNITED STATES DISTRICT COURT

Southern District Of California

San Diego, California

Phone: (619) 557-6152 Fax: (619) 702-9911

www.casd.uscourts.gov

Financial Deputy

Vacancy Announcement #12-10

CLOSING DATE:	March 14, 2012, or until filled
SALARY RANGE:	CL-25 (\$41,275-\$67,131)
LOCATION:	San Diego, California

INTRODUCTION: The United States District Court for the Southern District of California is accepting applications for the position of Financial Deputy. This position is located in the Clerk's Office and reports to the Financial Supervisor.

REPRESENTATIVE DUTIES: The primary duties of the Financial Deputy include, but are not limited to: processing receipts, disbursements, CJA vouchers and collateral for the Court. This involves processing all monies received by the court; maintaining control over unit cash registers and reconciling at the end of the day; processing all fines, prisoner filing fees, and restitution payments and posting same to ledger control documents; processing all non-cash collateral, disbursements for all court units using an automated computer system, bond exonerations, and CJA vouchers for payment of attorneys and professionals; maintaining ledgers for various accounts; disbursing Pro Bono, Library, Criminal and Civil funds as required; providing customer support to judicial officers, their staff and the Clerk's Office concerning payment or receipting of funds; preparing vendor vouchers for payment and financial reports; researching court case files to ensure release of collateral; instructing and advising employees on specific tasks regarding financial procedures; and assisting in the development, and maintenance of training aids and manuals. Other duties as assigned.

QUALIFICATIONS: Must have two years of progressively responsible clerical or administrative experience that provided a knowledge of the rules, regulations, terminology, etc. in the area of financial administration and/or accounting, that involved the routine use of keyboard skills and a demonstrated ability to apply a body of rules, regulations, directives, or laws. HS Diploma required, BA/BS degree preferred. Should have strong verbal and written communication skills, and the ability to analyze work processes. Must be computer literate, with experience in Excel and knowledge of Windows and WordPerfect 10 preferred. Must possess a typing certification for 25 wpm, and 10 key by touch.

REQUIRED CLEARANCES: Successful applicants will be required to submit to a background clearance and credit check which includes fingerprinting.

APPLICATION PROCESS: Qualified candidates must submit a cover letter with resume that includes their name, address, telephone number, education, work and salary history, country of citizenship and three references that may be contacted. The cover letter and resume should be sent to:

W. Samuel Hamrick, Jr., Clerk of Court
Attn: Human Resources, #12-10
U.S. District Court
880 Front Street, Ste 4290
San Diego, CA 92101

or resumes may be emailed to: casd_hr@casd.uscourts.gov

**Preference will be given to applicants who submit application materials
before 4:30pm, March 14, 2012.**

DISCLOSURES

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under “Excepted Appointments” and are considered “at will” employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided.

The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).

Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below.

Under 8 U.S.C. § 1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

If selected for first time appointment to a position, you may be required to complete an initial performance probationary period. Failure to successfully complete the probationary period may result in termination of employment.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER